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NEVADA'S HELPFUL HINTS FOR OUT-OF-STATE LICENSING

ALL CERTIFICATIONS MUST BE RECEIVED BEFORE THE APPLICATION CAN BE SUBMITTED.

Many applicants do not provide the information and documentation necessary for us to complete the review process timely. To avoid the frustration and the time lag, please use this checklist and **DO NOT SUBMIT YOUR DOCUMENTS UNLESS EVERYTHING IS COMPLETE AND SHOWS ALL REQUIRED INFORMATION.**

---**BOARD CERTIFICATION** to be completed by the State Board where you hold a current license and received by this Board before your application can be received and processed.

- The certification must be completed, signed and sealed by the appropriate State Board's responsible official, showing: (All Certifications are only held for 6 months only, from the date of receipt.)
- a) Your license is current and active, complete with expiration date;
 - b) What type of license you hold and your license number;
 - c) Stating your license is in good standing [no discipline taken or pending];
 - d) It must clearly show that you passed a Nationally Sponsored Written examination, if not you will be required to take that exam in Nevada; and
 - e) One must be completed by the State in which you are proving work experience.

---**PROOF OF NAME CHANGES** the Name on your application should be the same on all of your documents. If not, send proof of name change with your application such as:

- a) A copy of marriage license;
- b) Birth certificate;
- c) Passport;
- d) Citizenship papers with the name change forms; or
- e) Divorce decree or court order, showing name was restored.

PLEASE NOTE: If you **do not** include all of the information requested, **LICENSING CANNOT BE CONSIDERED** and your paperwork will be returned or you may be required to take the full exam! Please contact the Board office for details on registering for exams, if your paperwork is rejected.

NEVADA LAW PROHIBITS PROVIDING COSMETOLOGY, MANICURING OR AESTHETICIAN SERVICES IN THIS STATE WITHOUT A CURRENT NEVADA LICENSE. SHOULD WE FIND YOU HAVE PRACTICED WITHOUT A NEVADA LICENSE, THE BOARD MAY DENY ANY FURTHER APPLICATION FOR LICENSURE.

12/01